

CHAPTER 630

ABSENCE AND LEAVE

1. **GENERAL.** Each Activity Head is responsible for the proper administration of leave regulations. Authority to approve leave is normally delegated to the immediate supervisor. Supervisors have the right to know what their employees' leave balances are and records of employees' leave should be maintained. Employees are informed on a biweekly basis of the status of their leave accounts by their servicing payroll office. The minimum charge for annual leave, sick leave and leave without pay is determined by the individual activity. There is no authority to combine absences on parts of two calendar days to provide for a minimum charge of annual or sick leave. All types of leave discussed in this Chapter are subject to approval. Absence without approval is absence without leave (AWOL) and should not be confused with leave without pay which is an approved leave. An employee charged with AWOL shall be charged for the exact amount of time absent. When a supervisor finds that a subordinate's absence/leave is a problem, he/she should contact Human Resources Office (HRO), Norfolk for advice and assistance. Regulations governing absence and leave are found in Title 5, Code of Federal Regulations (CFR), Part 630.

2. **ASSISTANCE.** Please refer to Chapter 001 of this Manual for the telephone number to call for additional information or further assistance relative to this Chapter.

3. TYPES OF LEAVE

a. Annual Leave.

(1) *Accrual.* Full-time employees accrue annual leave as follows:

Less than 3 years service	-- 4 hours per biweekly pay period
3 years but less than 15 years	-- 6 hours per biweekly pay period
15 or more years service	-- 8 hours per biweekly pay period

Part-time employees who have a regularly scheduled tour of duty on one or more workdays during each administrative workweek in the biweekly pay period will be credited with annual leave as follows:

Less than 3 years service	-- 1 hr. per 20 hours in a pay status
3 years. but less than 15 years	-- 1 hr. per 13 hours in a pay status
15 or more years service	-- 1 hr. per 10 hours in a pay status

Special provisions exist for 12-hour, 24-hour and other shift workers. Additional information may be obtained from HRO Norfolk.

(2) *Maximum Accumulation.* Normally, employees are entitled to accumulate and carry over a total of 240 hours annual leave from one leave year to the next. A new leave year begins with the first complete biweekly pay period in the calendar year. Some employees may carry over more than 30 days if they have had previous overseas employment, if they have restored annual leave, or, in some cases, if the activity has been slated for closure.

(3) *Requesting Annual Leave.* Annual leave must be requested. The prescribed form for requesting leave is the Application for Leave (SF-71). Requests should be made as far in advance of the leave dates as possible, especially in cases of extended leave. It is the responsibility of the individual employee to determine whether or not leave has been approved prior to beginning any period of leave. In the event of unforeseen circumstances, employees must request approval of emergency annual leave by notifying the authorizing supervisor as soon as possible prior to the absence, within activity specified time limits. Employees who perform shift work, where turnover procedures impact on the workload, may be required to notify supervisors of requests for emergency annual leave prior to the beginning of the work shift.

(4) *Granting and Scheduling Annual Leave.* Annual leave is granted to employees at the discretion of management, based on the employee's request and considerations of workload and mission requirements. Supervisors should annotate their decision on granting leave on the employee's SF-71. Management may advance annual leave to employees under the restriction that the amount of leave advanced is no more than the amount of leave that will be earned during the leave year. A written request for advanced annual leave must be made to the head of the activity. A copy of the Activity Head's approval must be sent to the servicing payroll office. Supervisors and employees have a mutual responsibility to schedule and/or reschedule annual leave to avoid forfeiture. If employees choose not to take annual leave which has been scheduled and approved, the leave may be subject to forfeiture, if it is over the 240 hour limit.

(5) *Restoration of Forfeited Annual Leave.* Unused annual leave in excess of the specified limitation of 240 hours carryover that has been forfeited may be restored in the case of administrative error, exigencies of the public business as determined by the Activity Head, or sickness of the employee which may have prevented the use of annual leave that was scheduled and approved for use at least three full pay periods prior to the end of the leave year. In requesting restoration of forfeited annual leave, the previously approved annual leave must have been canceled for any of the reasons described above. The request for restoration should be forwarded to the Activity Head for approval/disapproval. If approved, the activity will forward the request and decision to the servicing payroll office.

b. *Sick Leave.*

(1) *Accrual.* Full-time employees accrue sick leave at the rate of four hours for each full biweekly pay period. Part-time employees who have a regularly scheduled tour of duty on one or more workdays during each administrative workweek in the biweekly pay period will be credited with one hour of sick leave for each 20 hours in a pay status. Special provisions for accrual of sick leave exist

for employees on 12- and 24-hour shifts. The amount of sick leave which an employee may accumulate is not limited.

(2) *Conditions for Granting Sick Leave.* The granting of sick leave is an administrative responsibility. The nature of evidence required to determine that an employee was incapacitated for duty or undergoing medical, dental, or optical treatment is also discretionary. SF-71, however, when properly filled out and signed, is normally considered as acceptable evidence. The following general procedures apply when an employee requests sick leave:

(a) *Mandatory Approval of Sick Leave.* If an employee has followed leave procedures, provided documentation acceptable to the activity, and accrued sick leave, the request for sick leave will be approved when:

1. The employee is required to receive treatment as a disabled veteran; or
2. The employee is incapacitated by illness, injury, or pregnancy; or
3. The employee is receiving emergency medical, dental, or optical examination or treatment; or
4. The employee's presence on the job would jeopardize the health of others because of exposure to a contagious disease which requires isolation, quarantine or restriction of movement for a particular period as prescribed by local health authorities having jurisdiction. (The same is true if an employee must care for a family member who is restricted from contact with others due to a contagious disease requiring quarantine, the need for isolation or the restriction of movement); or
5. The employee is required to take a physical examination on behalf of the National Guard or military reserves.

(b) *Discretion in Approval of Sick Leave.* The approval of a sick leave request is at the discretion of the activity when the following circumstances exist:

1. The employee fails to follow leave procedures; or,
2. The employee fails to provide documentation acceptable to the activity; or,
3. Abuse or fraud is suspected or evident; or,
4. The request is for non-emergency medical, dental, or optical examination or treatment; or,
5. The employee does not have any sick leave accrued.

Under these discretionary situations, the activity may decide to approve sick leave, annual leave, or leave without pay, or charge absence without leave. If the employee has no accrued sick leave, the activity may choose one of the other leave options identified in this Chapter, or consider granting advanced sick leave, if warranted.

(c) *Granting of Sick Leave in Other Situations.* Sick leave may be granted in the following situations:

1. When an employee is absent from duty to participate in the treatment of a condition personal to the employee, including a condition relating to the alcoholism or drug abuse of a member of the employee's immediate household when family therapy is an element of the treatment regimen.
2. When an employee applies for all sick leave to their credit prior to separation for disability retirement.

(3) *Procedures for Requesting Sick Leave.*

(a) Employees requesting sick leave will notify their supervisors, or other officials authorized to approve leave, within the time limits specified in the activity's leave policy. If there is a bargaining agreement, it may specify otherwise. The employee shall notify the supervisor of the nature and possible duration of the illness. In case of extended illness (one pay period or more), an employee will normally not be required to notify his/her supervisor daily; however, the employee should submit medical documentation notifying the supervisor of his/her progress and expected date for return to duty. SF-71 is normally submitted at least each pay period. If an employee fails to give such notice on a timely basis, the supervisor should consider the employee's explanation before determining whether to grant sick leave, annual leave, leave without pay, or place the employee in an AWOL status.

(b) Sick leave requests for non-emergency medical, dental, or optical examination or treatment should be submitted and approved in advance. In case of emergency, verbal approval should be obtained and SF-71 completed after returning to duty.

(c) Illness which occurs during a period of annual leave may be charged as sick leave and the charge against annual leave reduced accordingly. Application for conversion of annual leave to sick leave shall be submitted on SF-71 after return to duty and shall be substantiated in the same manner as any other request for sick leave.

(d) Normally, the employee's certification will be sufficient to support a charge to sick leave for absences of three working days or less. Periods of absence on sick leave in excess of three working days should be supported by a medical certificate. This certificate should be furnished to the appropriate activity official after the employee returns to duty. Signed statements by employees explaining the nature of their illness may be accepted when it is unreasonable to require a medical certificate because the illness does not require the services of a physician, or other valid reasons.

(4) *Abuses of Sick Leave.* A medical certificate is normally not required to support an application for sick leave when the absence is for a period of three workdays or less. However, in individual cases, if there is reason to believe an employee may be abusing sick leave privileges, a medical certificate may be required to support each subsequent application for sick leave. Examples of leave abuse patterns include:

(a) Sick leave on the first workday following paydays.

(b) Sick leave on Fridays or Mondays, for a 3-day weekend.

(c) Excessive intermittent sick leave absences of short duration, or sick leave requests when annual leave has been denied.

When there is reason to believe that sick leave is being abused, the employee may be issued a letter requiring that all future requests for sick leave be supported by a medical certificate. This letter will clearly articulate all requirements and conditions imposed, and should explain the reasons for the requirement. Letters of requirement may be grieved. Failure to comply with the letter of requirement may be considered a basis for denying sick leave and carrying the employee in an unauthorized absence status. Additionally, since the letter of requirement is a written order, failure to comply may also be considered a disciplinary offense. The attendance record of employees required to submit a medical certificate for each absence on sick leave should be reviewed annually, except in those cases where bargaining agreements require more frequent reviews. The requirement should be rescinded in writing at such time as improvement in an employee's sick leave record warrants. (Until the letter of requirement is issued, the employee may not be required to bring in a medical certificate for absences of three days or less.)

(5) *Advancing Sick Leave.* Sick leave not to exceed 30 days may be advanced to employees.

(a) Advances of sick leave are to be limited to cases of serious disability or illness when the head of the activity considers the situation requires the advance and there is reasonable assurance that the employee will return to duty. (Sick leave advances to an employee serving under a temporary appointment may not exceed the amount which would subsequently be earned during the course of the appointment.)

(b) Sick leave should not be advanced when it is known that the employee is contemplating retirement or resignation or when it is anticipated that he/she may be separated. Activities should use care in advancing sick leave since there is no requirement for an employee who separates due to disability or illness (retirement or resignation) to repay advanced sick leave.

(c) Since employees accrue 13 days sick leave a year, it takes approximately two years and four months to repay a 30 day sick leave advance. Accordingly, all available sick leave to the employee's credit must be exhausted, and supervisors should seriously consider requiring the employee to use all or part of available annual leave before advancing sick leave.

Because of the technicalities involved, HRO Norfolk may be contacted for advice and assistance in cases where such an advance is being considered. A request for advanced sick leave should be submitted in writing, supported by medical documentation, to the Activity Head via the immediate supervisor. A copy of the Activity Head's approval of advance sick leave should be forwarded to the servicing payroll office.

4. ABSENCE FOR MATERNITY REASONS. An absence covering pregnancy and confinement is to be treated like any other medically certified temporary disability. An employee should make known to her immediate supervisor her intent to request leave for maternity reasons including the type of leave, approximate dates, and anticipated duration. Leave for maternity reasons may include a combination of sick leave, annual leave, and leave without pay. Sick leave may be used to cover the period of incapacitation as documented by a physician. If sick leave is exhausted, annual leave, if available, or leave without pay may be granted. After delivery and recuperation, the employee may desire a period of adjustment or time to make arrangements for the care of the child. Such additional leave requirements must be requested by the employee and approved by the activity. Available annual leave or leave without pay may be used for this purpose. A leave request for maternity absence will be submitted to the immediate supervisor on SF-71. The request will include under "Remarks" a statement of the amount of available sick leave and annual leave. A statement from the employee's personal physician as to the expected dates of confinement should be included on the reverse side of SF-71 or as an attachment to the form. See paragraphs 10 and 11 for limitations.

5. ABSENCE FOR PATERNITY REASONS. Annual leave, sick leave, or leave without pay may be granted to a male employee for purposes of assisting or caring for his minor children or the mother of their newborn child while she is incapacitated for maternity reasons. See paragraphs 9 and 10 for limitations.

6. LEAVE WITHOUT PAY. Leave without pay (LWOP) is a temporary nonpay status and absence from duty, granted upon the employee's request. Authorization of LWOP is a matter of administrative discretion. The following are a few examples of situations in which it would be proper to approve extended leave without pay:

a. Pending final action of the Office of Personnel Management on an application for disability retirement, after all sick and annual leave have been exhausted.

b. During at least the first year an injured employee is receiving injury compensation unless the prognosis for the employee's returning to work in the near future is negative (see Chapter 810 of this Manual).

c. To enable disabled veterans to receive medical treatment when sick or annual leave is not available. Such leave shall be granted upon presentation of an official statement from a duly constituted medical authority that medical treatment is required. The granting of such leave is contingent upon the

veteran's giving prior notice of definite days and hours of absence required for medical treatment in order that arrangements may be made for carrying on the work during his/her absence.

d. Employees who are dependents of transferring military personnel or of Federal employees required to move on rotational assignments in a transfer of function or relocation of an activity shall, upon request, be granted up to 90 days leave without pay provided their work performance has been satisfactory and they express an intent to seek Federal employment at the new location. Activities may approve additional leave without pay at their discretion. Before departure, a dependent requesting leave under this provision will be required to sign a resignation with the date to be effective at the expiration of the LWOP period in the event other employment is not obtained.

e. For maternity or paternity reasons to enable parents to care for newborn children without a break in service.

Requests for leave without pay for other reasons will be considered on a case by case basis. Such consideration will take into account the cost and inconvenience to the government as well as the benefits to be derived by the employee and/or the activity concerned. Extended leave without pay will normally be granted only when the services of the employee can be spared without serious detriment to the work in which he/she is engaged, when it can reasonably be expected that the employee will return to work, and when it is apparent that at least one of the following benefits would result: increased job ability, protection or improvement of the employee's health, retention of a desirable employee, or furtherance of a program of interest to the government.

Leave without pay should be authorized initially for periods of no more than 52 weeks. Requests for an extension of leave without pay in excess of one year should be scrutinized carefully for adherence to the criteria described above.

Requests for leave without pay will be submitted on SF-71 with justification given under the "Remarks" section. When LWOP extends beyond 30 calendar days, a Request for Personnel Action (SF-52) should be processed (see Chapter 295 of this Manual).

Authority levels for approval of LWOP requests should be determined by the Activity Head.

7. EXCUSED ABSENCE. Individuals may be excused from duty without charge to leave. Supervisors must make individual determinations that the situation is job-related and not chargeable to leave, and place reasonable limits on the length of such absences from normal assignments. Limitations on the more common situations where excused absence is granted are as follows:

a. *Voting.* Polls in Virginia open at 6:00 a.m. and close at 7:00 p.m. Employees who desire to vote or register in any election or referendum on a civic matter in their community may be excused that length of time which will permit them three full hours after the polls open or before the polls close whichever is the lesser amount of time. For example, an employee whose shift begins at 7:45 a.m. and

ends at 4:15 p.m. may be excused for fifteen minutes (at 4:00 p.m.) at the end of the workday to allow three full hours in which to vote before the polls close.

b. *Blood Donation.* Employees who donate blood may be granted excused absence to cover travel to and from the donation site, the actual donation of blood, and recovery. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood.

c. *Tardiness and Brief Absences.* Excusal for tardiness and brief absences is limited to periods of less than one hour.

d. *Certification.* An employee may be excused to take an examination given by or taken at the request of the employing activity. Approved absences in order to take examinations not required or requested by the employing activity will be chargeable to annual leave or leave without pay.

e. *Employment Interviews.* Employees may be excused without charge to leave or loss of pay to participate in interviews when:

(1) Competition is for a position within the Department of Defense under merit placement procedures; or

(2) The individual is under notice of separation or change to lower grade for any reason except personal cause.

This provision does not cover travel time to job searches and interviews outside the commuting area. Time spent in interviews in circumstances other than those above should be charged to annual leave or, if requested by the employee, leave without pay.

f. *Emergency Situations.* Excused absence may be granted to employees to assist in emergency situations. This provision does not cover employees who respond to emergencies in National Guard/Reserve status.

g. *Permanent change of duty station (PCS).* Employees authorized PCS within DoD may be granted excused absence before departing the old duty station and following arrival at the new duty station to accomplish personal tasks resulting from the move. This provision does not cover time involved in complying with PCS requirements such as obtaining passport and vaccinations, adhering to government housing authority requirements, or being present for packing and receiving of household goods. Accomplishing tasks that are conditional to the PCS is considered to be an official duty.

h. *Counseling.* Excused absence may be granted to permit an employee to attend the initial counseling session resulting from a referral under the Civilian Employee Assistance Program.

i. *Volunteer Activities.* Excused absence may be granted to employees participating in management sponsored volunteer projects (e.g. adopt a school). This provision does not cover

volunteerism in general. Such activity should be promoted through established leave programs and flexible work schedules.

j. *Physical examination for enlistment or induction.* Excused absence may be granted to an employee to undergo medical examination required by appropriate military authorities for enlistment or induction into the Armed Forces.

k. *Funerals.* Excused absence may be granted to employees to attend funerals under the conditions established in 5 U.S.C. 6321. This provision does not cover situations in which funeral leave is granted under 5 U.S.C. 6326, and 5 CFR 630.801, or the official duty status of an employee in connection with funerals of fellow Federal law enforcement officers or Federal firefighters under 5 U.S.C. 6327.

8. **MILITARY LEAVE.** The Department of the Navy cooperates with all reserve components of the Armed Forces by granting a leave of absence for military training purposes so far as practicable and in accordance with Office of Personnel Management (OPM) regulations.

a. Upon presentation of competent orders, full-time career and career-conditional employees and temporary-indefinite, term, or TAPER appointees who are members of the reserve components of the Armed Forces or National Guard will normally be granted 15 calendar days absence with pay in any fiscal year when on active duty inactive duty or engaged in field or coast defense training. Employees may carry over up to 15 days military leave into the next year, not to exceed thirty days in any leave year. This carry over provision increases an employee's potential military leave up to 30 days. Extreme cases, which may warrant keeping the employee at the work site, should be reported to the component ordering the employee to active duty to attempt to reach a mutually agreeable solution. Employing activities may not unilaterally refuse military leave to an employee who presents competent orders. Part-time career and career-conditional employees are entitled to military leave at a rate determined by dividing 40 into the number of hours in the regularly scheduled workweek of that employee during that fiscal year. Employees are not eligible for military leave unless the active duty or inactive duty is as a reservist or a member of the National Guard. Employees are not eligible for military leave for summer training as members of Reserve Officer's Training Corps, Temporary Coast Guard Reserve, participation in parades by members of the state National Guard, training with a state guard or other military organization, or Civil Air Patrol.

b. If an employee's military service extends beyond the period in which he/she is entitled to military leave, he/she may be granted annual leave or leave without pay for such military service. Non-workdays falling within a period of absence on military training duty are charged against the 15 calendar days of military leave allowed during the year; however, non-workdays occurring at the beginning or end of the training period are not charged.

c. Law enforcement leave is a special category of military leave for non-temporary employees who are members of the National Guard or a reserve component of the Armed Forces for the purpose of aiding in law enforcement in such situations as riots or prevention of looting in a disaster. The limit for

such leave is 22 workdays in a calendar year. (This leave may not be used for any days in excess of 15 for training or other non-law enforcement duty.) However, if the 22-day/year law enforcement leave is exhausted, either 15-day/year military leave or annual leave may be granted for additional enforcement duty. Gross military pay (exclusive of travel, transportation, or per diem allowances) received for law enforcement duty is offset against civilian entitlements for the period, the difference being retained by the employee.

9. COURT LEAVE

a. Permanent and temporary employees, both full-time and part-time (except for those employed on a substitute, when-actually-employed, or intermittent basis) are eligible for court leave. Court leave shall be granted to an eligible employee when required to serve as a juror, or as a witness on behalf of any party in connection with any judicial proceeding to which the United States, the District of Columbia, or a state or local government is a party. When employees are summoned or assigned by their activity to testify in an official capacity they are in an official duty status. The court or judicial proceeding may be located in the District of Columbia, territory or a possession of the United States. SF-71 is used to apply for court leave. Employees may be required to submit supporting documentation in addition to SF-71; local policies apply.

b. Federal employees residing in Virginia may keep expenses provided by the courts. Federal employees residing in other states may be required to submit jury fees to their servicing payroll office. Questions concerning court leave for employees who reside in other states should be referred to HRO Norfolk.

c. Should the court recess or adjourn prior to the end of a regularly scheduled workday, an employee on court leave should return to work provided a reasonable amount of time remains to do so.

d. An employee's absence from duty must be charged as either annual leave or leave without pay when the employee's appearance in court as a witness is not in connection with a judicial proceeding involving the Federal, state or local government as one of the parties, or the appearance is not in his/her official capacity. He/she is entitled in these circumstances to the usual fees and allowances, however.

10. FAMILY AND MEDICAL LEAVE ACT (FMLA). Under the FMLA of 1993, covered employees (excluding temporary or intermittent employees) are entitled to a total of twelve (12) administrative workweeks of unpaid leave; i.e., leave without pay (LWOP), during any 12-month period for any of the following reasons:

a. The birth of a son or daughter of the employee and care of the newborn.

b. The placement of a son or daughter with the employee for adoption or foster care.

c. The care of a spouse, parent, son or daughter (under 18 years of age, unless mentally or physically disabled) who has a serious health condition.

d. A serious health condition of the employee that makes the employee unable to perform the essential functions of his/her position.

An employee may elect to substitute annual leave, sick leave (only in those situations in which the use of sick leave is permitted), for LWOP under FMLA. An employee may not retroactively substitute paid time off for unpaid FMLA leave. An employee must provide thirty (30) days advanced notice when the need for FMLA leave is foreseeable. If the need for leave is not foreseeable; e.g., medical emergency, the employee must provide notice within a reasonable period of time appropriate to the circumstances involved. An agency may require medical certification to support a request for FMLA leave. An employee who takes FMLA leave is entitled to maintain health benefits coverage and may choose to pay the employee share of the premium on a current basis during periods of LWOP or pay upon return to work. Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position with equivalent benefits, pay status, and other terms and condition of employment. SF-71 may be used for recording purposes of FMLA leave.

11. FAMILY FRIENDLY LEAVE ACT (FFLA). Federal employees may use a limited amount of sick leave, per leave year, for the following purposes: (1) provide care for a family member as the result of physical or mental illness, injury, pregnancy, childbirth, or medical, dental, or optical examination or treatment; or (2) make arrangements necessitated by the death of a family member or to attend the funeral of a family member. The FFLA authorizes the use by all covered full-time employees a total of up to 40 hours (5 workdays) of sick leave per leave year for family care and bereavement purposes. In addition, a covered full-time employee who maintains a balance of at least 80 hours of sick leave may use an additional 64 hours (8 workdays) of sick leave per leave year for these purposes, bringing the total amount of sick leave available under the FFLA to a maximum of 104 hours (13 workdays) per leave year for employees who satisfy this condition. For a part-time employee or an employee with an uncommon tour of duty, the FFLA provides that the basic amount of sick leave to be made available for family care or bereavement purposes shall be equal to the average number of hours of work in the employee's scheduled tour of duty each week. In addition, a part-time employee or an employee with an uncommon tour of duty who maintains a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week, may use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year. A family member under the FFLA is defined as:

- a. Spouse and parents thereof.
- b. Children, including adopted children, and spouses thereof (covers adult children whether disabled or not).
- c. Parents.
- d. Brother and sisters, and spouses thereof.

e. Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Medical certification may be required for any FFLA leave in excess of three (3) continuous workdays. SF-71 may be used for recording FFLA leave.

12. LEAVE FOR BONE-MARROW DONATION. Federal employees are entitled to use seven (7) days of paid leave, without charge to sick or annual leave, per calendar year to serve as a bone-marrow donor. For specific guidance on this entitlement, you may contact HRO Norfolk.

13. LEAVE FOR ORGAN DONATION. Federal employees are entitled to receive up to thirty (30) days of paid leave, in addition to their sick and annual leave, per calendar year when they donate their organs. For specific guidance on this entitlement, you may contact HRO Norfolk.

14. FEDERAL LEAVE SHARING PROGRAM. This program allows federal employees to transfer annual leave to another federal employee who has been approved as a leave recipient, experiencing a medical emergency of their own or a family member. (NOTE: A family member under this act is the same as defined under the FFLA.) A medical emergency is defined as a condition of the employee or family member that would most likely require a prolonged absence from work which would result in a substantial loss of income because of the unavailability of paid leave. A substantial loss of income is an absence from duty without paid leave (excluding any advanced leave) that is expected to be at least 24 hours in duration for a full-time employee or at least 30 percent of the average number of hours of work in a biweekly tour of duty for a part-time employee or an employee with an uncommon tour of duty. If the need for donated leave is for the employee, all accrued annual and sick leave must be exhausted before using any donated leave. If the need for donated leave is for a family member's medical emergency, the leave recipient must use his/her maximum amount of sick leave and all annual leave, as defined under the FFLA, before using any donated leave. Specific forms are required for this program. For guidance on entitlement and procedures applicable for this act, you may contact HRO Norfolk.

15. GROUP DISMISSALS. Refer to Chapter 610, Subchapter 3 of this Manual, which provides detailed information concerning administrative dismissals.